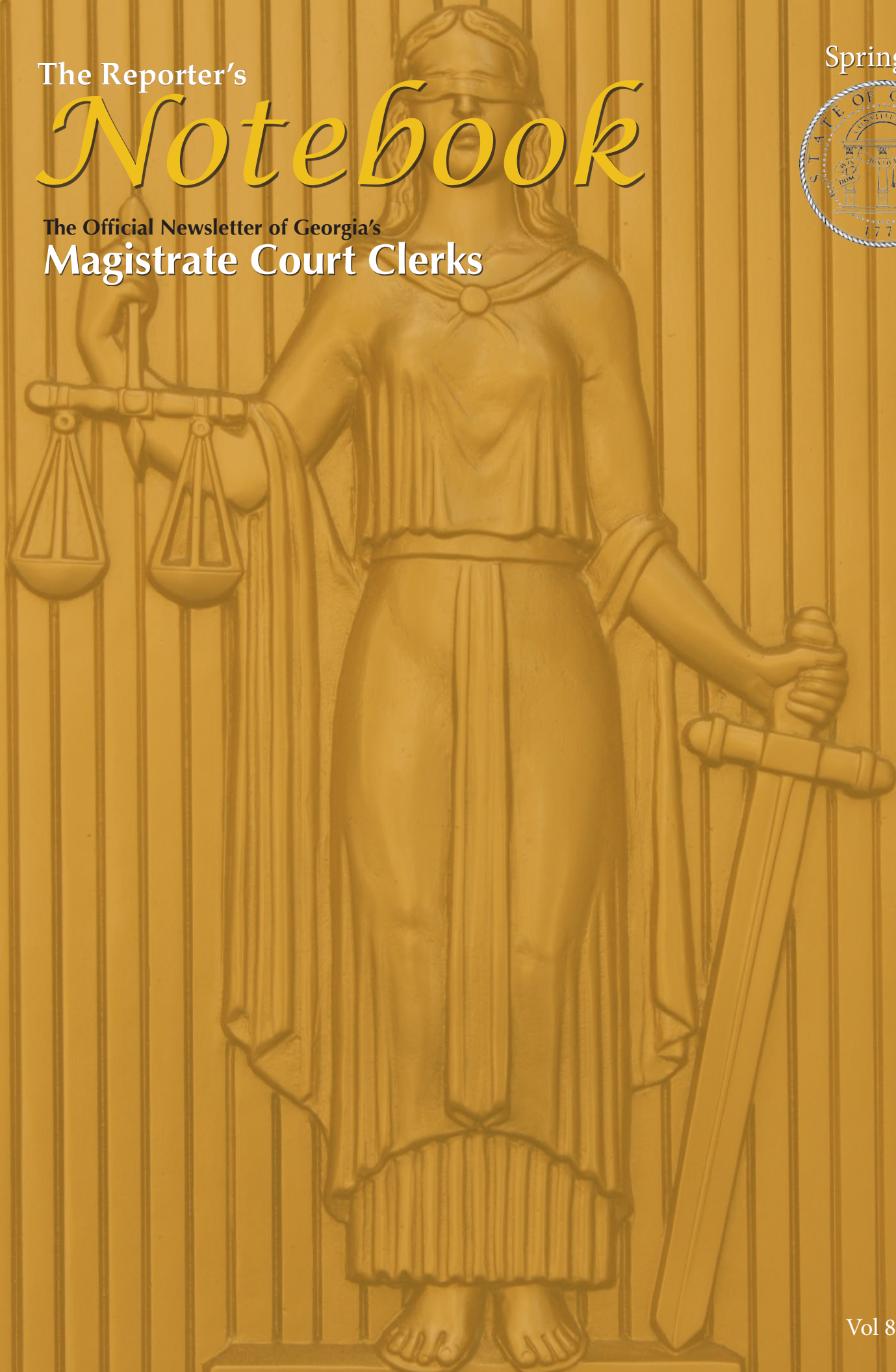


The Reporter's

# Notebook

The Official Newsletter of Georgia's  
Magistrate Court Clerks

Spring 2014



Vol 8, Issue 1

## Council of Magistrate Court Clerks 2013-2015 Officers & District Representatives

### District One

Kay Reese  
Tattnall County Magistrate Court  
P.O. Box 513  
1 Center Drive  
Reidsville, GA 30453  
912-557-4372  
magkayreese@yahoo.com

### District Two

Amanda Rowe  
Berrien County Magistrate Court  
201 N. Davis Street, Suite 250  
Nashville, GA 31639  
229-686-7019  
amanda.rowe@windstream.net

### District Three

Jackie Norman  
Lee County Magistrate Court  
P.O. Box 522  
Leesburg, GA 31763  
229-759-6016  
janorman@lee.ga.us

### District Four

*Vacant*

### District Five

Cicely Barber  
Fulton County Magistrate Court  
185 Central Avenue, Suite TG800  
Atlanta, GA 30303  
404-612-0758  
cicely.barber@fultoncounty.ga.gov

### District Six

*Vacant*

### District Seven

Monika Welchel  
Bartow County Magistrate Court  
112 W Cherokee Ave., Suite 101  
Cartersville, GA 30120  
770-307-5070  
welchelm@bartowga.org

### District Eight

Lisa Hudson McCard  
Benhill County Magistrate Court  
255 Appomattox Road  
Fitzgerald, GA 31750  
229-426-5140  
magistrate1@benhillcounty.com

### District Nine

Jennifer Alday  
Dawson County Magistrate Court  
59 Justice Way  
Dawsonsonville, GA 30534  
706-344-3770  
jalday@Dawsonmagistrate.com

### District Ten

*Vacant*

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Marla S. Moore  
Director

Connie Holt  
Editor

Derrick B. Bryant  
Graphic Designer

## Greetings from the President

Hello everyone,

I hope you all are doing great. I know here in Lee County, 2014 has been busy. It is hard to believe that it is already April and in just two more months we will be having training again. Where does the time go? It seems like only yesterday we were at Lake Lanier for training.

The executive committee met in Athens in January to strategize about the planning of the curriculum for our training this year. A lot of wonderful ideas were brought up. Too bad we don't have more than 12 hours of training to incorporate all the topics that were discussed.

In case you are wondering, training is June 19th and 20th at Jekyll Island Club. It is not too late to sign up. Just fill out the registration in the newsletter and mail it to Tiffany Sargent at ICJE. This is a great time to meet other clerks and learn a lot.

As you may know our Secretary/Treasurer Christopher Reed resigned in January from the Rockdale Magistrate Court. Stacey Askew and I have been filling in temporarily until the meeting in June so we can elect another Secretary/Treasurer. If you are interested please contact Stacey Askew in Dooly County. Also we have several District Representatives that have resigned due to leaving the court. Stacey will have more information on these also.

We are hoping to have a 100% counties join the Council of Magistrate Court Clerks, Inc. in 2014. On page eight is a list of counties that have paid as of March 31, 2014. If your county has not submitted their dues please do so. Hope to see you all in June.

Carla Brown  
President

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## Greetings from the Vice-President

I hope everyone is doing well; I am looking forward to seeing everyone at the June 2014 training in Jekyll Island.

We have a new clerk, Vickie Petrea, in Burke County. Additionally, Judge Gloria Johnson has retired; she had been with the county for 30 plus years and a Magistrate for five. As for her it was a bitter but sweet moment, we are going to miss her.

I, Cynthia Kelley, will be filling that position as a full-time Magistrate. To all, have a Great Year!

Thanks,

Cynthia D. Kelly  
Vice President

# Greetings from the Editor

Hello Everyone,

Well it is spring and time for another newsletter. Hope everyone is enjoying this beautiful weather.

You should have received your training packet from ICJE by now and hope you all have registered. If not, it is within this edition. I have talked with Tiffany Sargent and she tells me that we really are going to have a great turnout this year.

Your Council of Magistrate Court Clerks have truly been working hard. The Executive Committee has worked with ICJE and Tiffany Sargent, getting your curriculum planned and classes lined up for the upcoming training. I think you will all be pleased with the topics and instructors.

Your President, Judge Carla Brown, and Ms. Stacey Askew, Nominating Committee Chair, have been doing double duty for all of you. They have been working tirelessly as the temporary Secretary and Treasurer, due to Christopher Reed's resignation. We truly hated to see Christopher Reed go. We need to thank them both for all their hard work.

Our training will be in Jekyll Island, GA, this year at the beautiful Jekyll Island Club. You will all love this place; a lot to see and do, in addition to great food. So you all come, enjoy and be prepared for some really good training and fellowship.

I look forward to seeing you all real soon.

Sincerely,

Connie Holt, Chief Magistrate  
Your Council Advisor



# Secretary and Treasurer Resignation

January 24, 2014

J. Christopher Reed  
2169 Blueberry Lane  
Conyers, Georgia 30013

Attn: Judge Carla Brown  
Council of Magistrate Court Clerks, Inc.  
PO Box 522  
Leesburg, Georgia 31763

Dear Judge Brown,

With the deepest apologies, I must resign as Secretary and Treasurer of the Council of Magistrate Court Clerks. My resignation is in no way based upon the Council or the vital service that the Council provides to the State of Georgia. My resignation is the result of a career change and my resignation from the Magistrate Court of Rockdale County. Please know that I am always available for the Council and will assist with the transition to a new Secretary and Treasurer at any time. I wish you and the members of the Council the best in your future endeavors.

Respectfully,

J. Christopher Reed

# Council of Magistrate Court Clerks and Secretaries Budget Period

## BUDGET PERIOD

### DECEMBER, 2013 THROUGH APRIL 31, 2014

Balance as of December 1, 2013	\$6,458.90
Deposits for December 2013	+\$470.00
Balance December 31, 2013	\$6,928.90
Deposits for January 2014	+\$165.00
Christopher Reed FEDEX OFFICE Purchase	-\$33.25
Balance January 31, 2014	\$7,060.65
Deposits for February 2014	+\$1,095.00
Check # 1001 (State of Georgia for Incorporation Dues)	-\$85.00
Balance February 28, 2014	\$8,070.65
Deposits as of March 30, 2014	<u>+\$450.00</u>
Total in checking account as of March 30, 2014	\$8,520.65

Christopher Reed was the Treasurer until January 24, 2014. I received possession of the checkbook on January 25, 2014. According to the records that I received and from the point I obtained the checkbook this is the activity of the Council's checkbook.

# County Dues Paid

County	Date Paid 2014
Atkinson County	3/24/2014
Bartow County	2/3/2014
Ben Hill County	2/7/2014
Berrien County	2/25/2014
Bulloch County	2/7/2014
Burke County	2/3/2014
Butts County	2/3/2014
Camden County	3/3/2014
Catoosa County	4/7/2014
Chattahoochee Cnty	2/17/2014
Clarke County	3/10/2014
Colquitt County	4/3/2014
Cook County	4/9/2014
Crawford County	3/10/2014
Dade County	3/6/2014
DeKalb County	3/3/2014
Dooly County	2/10/2014
Douglas County	2/10/2014
Fannin County	3/6/2014
Floyd County	12/5/2013
Forsyth County	2/13/2014
Gordon County	2/7/2014
Greene County	2/3/2014
Haralson County	2/24/2014
Harris County	2/20/2014
Henry County	12/16/2013
Irwin County	4/3/2014
Jasper County	2/13/2014
Jeff Davis County	2/3/2014
Johnson County	12/2/2013
Lanier County	3/31/2014

Lee County	1/31/2014
Liberty County	12/10/2013
Macon County	2/13/2014
Marion County	2/7/2014
McDuffie County	3/6/2014
McIntosh County	1/30/2014
Mitchell County	2/7/2014
Morgan County	2/3/2014
Murray County	2/3/2014
Paulding County	3/17/2014
Polk County	3/27/2014
Randolph Cnty	2/7/2014
Rockdale County	12/5/2013
Seminole County	11/22/2013
Sumter County	2/11/2014
Talbot County	11/25/2013
Tattnall County	3/6/2014
Taylor County	2/19/2014
Terrell County	3/31/2014
Tift County	2/13/2014
Upton County	2/7/2014
Walton County	2/3/2014
Ware County	12/16/2013
Whitfield Cnty	4/14/2014
Wilkinson Cnty	1/8/2014
Worth County	4/7/2014



# Nominating Committee Report

Dooly County: Stacey W. Askew; Nominating Committee Chair  
 113 N 3rd Street, Room 2  
 Vienna, Georgia 31092  
 doolymagclerk@yahoo.com  
 Office: 229-268-4324  
 Fax: 229-268-4230

Hello Colleagues;

I hope your New Year's resolutions are continuing to be accomplished. I did not make it through the end of January.

I have some disheartening news. Some of our newly elected Executive Committee and District Representatives had to resign. Secretary-Treasurer, J. Christopher Reed, Rockdale County, District Representatives; District 4: Suzanne Collins, Rockdale County, District 6: Stacey Carr, Carroll County and District 10: Dena Daniels, McDuffie County.

It was decided by the Executive Committee each position will be filled in June, 2014, until Election Year 2015, which fast approaching. I will be scouting out potential clerks (however, this will not be for millions of dollars as those who are chosen from high school to college or college to the NBA or NFL) this is for our council; the work you will be doing is for a worthy cause and free to assist our clerks. Remember this is our council let's make it one of the best because you are a part of it and you participated.

I strongly encourage that each one of you to consider filling positions needed for our Council of Magistrate Court Clerks Inc.

**District 1:** Kay Reese  
Tattnall County

**District 2:** Amanda Rowe  
Berrien County

**District 3:** Jackie Norman  
Lee County

**District 4:** *Vacant*

**District 5:** Cicely Barber  
Fulton County

**District 6:** *Vacant*

**District 7:** Monika Welchel  
Bartow County

**District 8:** Lisa Hudson McCard  
Ben Hill County

**District 9:** Jennifer Alday  
Dawson County

**District 10:** *Vacant*

## Happenings...

### **Lee County Magistrate Court Leesburg, Georgia**

Hope all in our district are doing well!! I know we are all tired of all of this "yellow snow" also known as pollen. We have seen way too many yellow cars and rooftops! Hopefully, we will all be seeing other colors besides yellow soon.

Judge Thurman's son Josh and Judge Brown's son Matt who actively serve our country have safely returned to American soil from serving overseas! We thank all of our military for their service and pray for their continued safety during their duty.

Joannes Meens' daughter, Loren has just accepted a position as a registered nurse in Nashville, Tennessee, and we offer congratulations to her and wish her well.

Jackie Norman will be waiting in anticipation as three more grandchildren are on the way. Her son Matt and his wife Shay are expecting a boy, Brooks, in July. Her daughter Deanna and her husband Danny are expecting twins, a boy and girl, in August.

### **Ware County Magistrate Court Waycross, Georgia**

Magistrate Judge Etta M. Varnadore will be retiring May 23, 2014. We hope she enjoys her retirement. Charles D. Brown will be sworn in on March 31, 2014, to replace her.

### **Sumter County Magistrate Court Americus, Georgia**

Sumter County Chief Magistrate Shirley S. Duke has announced her retirement, having been with Sumter County since 1982. Judge Duke began her career with the court system in the Small Claims Court; working there until the Magistrate Court was established serving as Deputy Clerk and later as Chief Clerk. She was appointed part time Magistrate in 1989 and was appointed Chief Magistrate upon the death of Chief Magistrate Lawton LeSueur in April 2000. June 30, 2014 will be her last day in office and then Judge Duke will begin to rest and keep up with her family's activities.

Part time Magistrate, Connie Johnson has been appointed to serve as Chief Magistrate until the end of Judge Duke's term. The Sumter County Magistrate Court will certainly miss Judge Duke, but all wish her the very best in her retirement.

## New Chief Justice, Presiding Justice Sworn-in to Lead Supreme Court

Vol 8, Issue 1

A standing-room only crowd filled the House Chambers on August 15, 2013, to see the investiture of Georgia's new Chief Justice Hugh P. Thompson and Presiding Justice P. Harris Hines.

Chief Justice Carol W. Hunstein welcomed the assembly of Justices of the Supreme Court, members of the Courts of Appeals, trial court judges throughout the state, legislators, friends, and family.

Father Stephen Hall, St. James Episcopal Church in Clayton, GA, gave the invocation. A letter from President Jimmy Carter was read congratulating Justice Thompson on his elevation as Chief Justice. As Governor, Carter appointed Justice Thompson to the State Court of Baldwin County in 1971.

### *Presiding Justice*

Justice P. Harris Hines was introduced by Mr. Sam Olens, Attorney General of Georgia. Mr. Olens described Justice Hines as, "a straight shooter who does not dodge difficult or controversial cases and an advocate of education, the law, the judiciary, and family." The oath of office was administered by former Governor Zell Miller. In his remarks, Presiding Justice Hines reminisced about Coach Erk Russell, his Grady High School baseball coach, who said to him, "They say it's best to be relaxed when you're playing, but I always thought I did better when I was bearing down." These are words that have stayed with Presiding Justice Hines, especially as he practiced law and progressed through his judicial career.



*Presiding Justice P. Harris Hines*



*Chief Justice Hugh P. Thompson*

Presiding Justice Hines was appointed to the Supreme Court of Georgia on July 26, 1995, by Gov. Zell Miller. Prior to his appointment to the Supreme Court, Justice Hines served on the superior court and state court benches in Cobb County.

#### *Chief Justice*

Mr. David E. Hudson, Hull Barrett PC, introduced Justice Hugh P. Thompson saying, "It is hard to come to grips with the magnitude of judicial business that Justice Thompson has handled in his career."

Justice Thompson puts his duty first, making sure the work of the court is accomplished efficiently and that each party is afforded the same rights and protections under the law without regard to what they have or the status they hold. "Every citizen of this state who finds themselves involved before the courts of Georgia are fortunate that Hugh Thompson will take the helm of our judicial system as the state's new chief justice."

Sen. Johnny Isakson, R-GA, congratulated Justice Thompson on his new role. "Justice Thompson will do what is right," he said. Former Governor Zell Miller administered the oath of office.

In his remarks, the new chief justice promised to uphold the values and goals of our forefathers, continue to work hard to maintain fair and impartial courts, dispense equal justice to everyone, and treat all who enter our courts with dignity and respect. "I plan to build on the strength of the Supreme Court and reap the good counsel and example of the all those great chief justices who have come before me and who have helped paved the way."

Among the dignitaries present for the event were all six of the living former Chief Justices of the Supreme Court: Senior Judge Willis Hunt, Justice Robert Benham, Norman S. Fletcher, Leah Ward Sears, George H. Carley, and Chief Justice Hunstein. Other former justices attending were Conley Ingram and Hardy Gregory. Past and present governors at the ceremony included Gov. Nathan Deal, former Gov. Zell Miller and former Gov. Roy Barnes. Also in attendance were Lt. Governor Casey Cagle and Speaker of the House, Mr. David Ralston.



# AOC Continues Work To Address Immigration and Human Trafficking Issues In the Courts

The Administrative Office of the Courts (AOC) continues work this year with the Center for Public Policy Studies (CPPS) on the Immigration and the State Courts Initiative. Since the project's inception in September 2011, CPPS project consultants Dr. John Martin and Dr. Steven Weller have made seven site visits to Georgia, and have met with a diverse group of judges, clerks, policy advocates, and other criminal justice stakeholders. Earlier this year, we expanded this partnership to serve as a site for the newly-launched Human Trafficking and the State Courts Collaborative.

The objective of the Immigration and the State Courts initiative is to address the impacts of Federal and state immigration law, policy, and practice on state court case process. This objective has taken shape in two primary ways: judicial training and the newly-developed State Courts Record Exchange Project.

A number of training programs have taken place in 2013. In January, Dr. Martin and Dr. Weller visited Georgia to present a training program to juvenile court practitioners in Gwinnett County. The agenda included a module on Special Immigrant Juvenile status and the types of issues that may affect immigration status in deprivation and delinquency cases. Probate court judges with traffic jurisdiction were trained during the Council of Probate Court Judges Spring Seminar on April 19, and Juvenile Court judges were trained at their Spring Conference in Jekyll Island on May 7. Dr. Martin and Dr. Weller presented a session at the Municipal Court Judges Law

and Practice Update on June 20 in Jekyll Island, and will ultimately complete the "judicial training checklist" with judges of the Magistrate Court this October. A one-day training seminar for Superior and State Court judges was held in October 2012.

Early in the development of this project, we established dialogue with representatives from the Atlanta Field Office of United States Citizenship and Immigration Services (USCIS). Starting as a conversation about how the naturalization process through USCIS works and how state courts might assist the federal agency (such as through meetings and exchange of information) with requests for court records, the work has expanded to form a dedicated "State Court Records Exchange Project" in Georgia as well as in Iowa courts. This partnership seeks to inform the development of joint training efforts designed for stakeholders at both the federal and state levels, as application requirements for naturalization routinely require information from state court records. On April 18, meetings were held with USCIS staff to narrow the agency's most common records needs and identify challenges they encounter when directing applicants to secure state court records. Following that meeting, CPPS met with court clerks from each level of court to discuss USCIS needs, as well as challenges faced by clerks' offices when attempting to fulfill such requests. Although conducted as a separate project, this work will support the strategic goals of the Immigration and the State Courts Initiative.

The partnership with CPPS will continue, as Georgia has been selected to participate as one of three pilot sites in the new Human Trafficking and the State Courts Collaborative. This collaborative, made up of CPPS, the Center for Court Innovation, and the National Judicial College, is designed to assess the scope of the human trafficking-related challenges faced by state courts and to develop resources and capacity to address those challenges.

The large refugee and immigrant populations in Georgia have contributed to the state's leading rankings in regards to sex and labor trafficking; for example, Atlanta is among the top five cities for human trafficking, and has the highest number of trafficked Hispanic females in the nation[1] [http://w2.georgiacourts.gov/journal/index.php/july-2013/193-aoc-continues-work-to-address-immigration-and-human-trafficking-issues-in-the-courts#\\_ftn1](http://w2.georgiacourts.gov/journal/index.php/july-2013/193-aoc-continues-work-to-address-immigration-and-human-trafficking-issues-in-the-courts#_ftn1) . This

is a priority issue for all three branches of our state government, and the Collaborative provides an opportunity for the judicial branch to engage our partners and learn about existing initiatives in the state. A kick-off meeting was held at the AOC on April 17, and attendees included representatives from executive branch agencies, policy and advocacy organizations, and legal services. On June 18, separate meetings were held with judges and prosecutors. Using the feedback and information learned from these meetings, we are working to define the project plan.

For more information about this project, please contact:

Tracy Mason ([tracy.mason@gaaoc.us](mailto:tracy.mason@gaaoc.us)) or Erin Oakley ([erin.oakley@gaaoc.us](mailto:erin.oakley@gaaoc.us)).





# Save the Date...

Vol 8, Issue 1

Please mark your calendars for 2014! The **2014 ICJE Training** will be held

**June 19-20, 2014  
Jekyll Island Club Hotel  
Jekyll Island, GA**

*Sign up information on the following page\**

Tiffany M. Sargent  
Event Planner  
Institute of Continuing Judicial Education of Georgia  
1150 S. Milledge Avenue  
Athens, GA 30602  
P: 706.369.5807  
F: 706.369.5840



## The Listserv...is ready to serve you!

The Magistrate Clerks' Listserv's purpose is to automatically send information out as well as provide interaction between all Magistrate Clerk/Secretary subscribers. For those of you who are not aware here are a few reasons to join listserv:

- 1) It's an inexpensive (no-cost) way to interact with fellow Magistrates Court Clerks and discuss issues concerning your class of court,
- 2) Great way to seek out advice on unusual cases or cases you may have not experienced before and,
- 3) It's a quick way to send urgent notices that may other wise require sending post-cards, making long distance calls (faxes) and playing phone tag (remember the cost buildup).

The Council encourages you to subscribe to this list. It is convenient, informative, and not to mention, it can be used as a great reference in referring to past events. Subscribing takes one call or e-mail. Once you have subscribed, you will receive a welcome message, providing instructions on using the service to subscribe to the Magistrate Listserv, please contact LaShawn Murphy, AOC, at (404) 651-6325 or via email at [lashawn.murphy@gaaoc.us](mailto:lashawn.murphy@gaaoc.us).

Welcome aboard to all new subscribers!

# Magistrate Judges & Clerks

## 2014 ICJE Sign-Up Form

Office Use Only

Key in your information in the fields below using your computer. Save a copy for your records, print & mail with your check **in the SAME envelope** to: ICJE, 1150 S. Milledge Ave., Athens, GA 30602-5025

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Alt. Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
County: \_\_\_\_\_  
Date Took Office: \_\_\_\_\_  
Senior Judge: Yes ☐ No ☐ Attorney: Yes ☐ No ☐  
Special dietary/physical needs? Briefly explain. \_\_\_\_\_

**Check ALL that apply to you!**

<b>JUDGE</b>	Juvenile <input type="checkbox"/>	Magistrate <input type="checkbox"/>	Municipal <input type="checkbox"/>	Probate <input type="checkbox"/>	State <input type="checkbox"/>	Superior <input type="checkbox"/>
<b>CLERK</b>	Juvenile <input type="checkbox"/>	Magistrate <input type="checkbox"/>	Municipal <input type="checkbox"/>	Probate <input type="checkbox"/>	State <input type="checkbox"/>	Superior <input type="checkbox"/>

Key in your 1<sup>st</sup> Choice. If your 1<sup>st</sup> Choice is full, you will be enrolled in your 2<sup>nd</sup> Choice. If you do not select a 2<sup>nd</sup> Choice, your registration may be delayed. You will receive confirmation by mail or email. Check your email often for further course information. **Some courses require full attendance and participation for MCJE credit; these courses are denoted on the course schedule.**

**1<sup>st</sup> Choice:**

Course: \_\_\_\_\_ Date: \_\_\_\_\_ Location: \_\_\_\_\_

**2<sup>nd</sup> Choice:**

Course: \_\_\_\_\_ Date: \_\_\_\_\_ Location: \_\_\_\_\_

Based on availability, you may attend a second course at no additional fee. Check here if you wish to request enrollment in BOTH choices.

**To offset expenses incurred, a \$50 Failure to Appear invoice will be billed to participants who fail to notify ICJE of cancellation in writing (emails accepted) at least 3 business days prior to the course.**

**JUDGES:** 2014 ICJE Yearly CJE Support Fee is \$315. Return this Form with your check **in the SAME envelope** payable to ICJE by Feb. 7, 2014. Counties may combine payments for all Magistrates. **Do not combine Clerk and Judge payments.** Check amount must correspond with the number of Sign-up Forms or all paperwork will be returned. There is no fee for Senior Magistrates. Note: Judges who wish to attend the Clerks' training are eligible as long as they have paid the \$315.

**CLERKS:** 2014 ICJE Yearly CJE Support Fee is \$125 if you wish to attend the Clerks' course. Counties may combine payments for all Clerks. **Do not combine Clerk and Judge payments.** Return this form with your check **in the SAME envelope** payable to ICJE by Apr. 30, 2014.

**Questions?**

Contact Rich Reaves at [rich@icje.law.uga.edu](mailto:rich@icje.law.uga.edu) or 706-369-5836 or Tiffany Sargent [tiffany@icje.law.uga.edu](mailto:tiffany@icje.law.uga.edu) or 706-369-5807

**OFFICE USE ONLY**

(Admin Stamp)	Enrolled by:	Enrolled on:	Receipt mailed by/on:	Conf mailed by/on:	eConf sent by/on:
	Notes:				Materials mailed on/by:

# Membership Dues

Council of Magistrate Court Clerks, Inc.

Amount Remitted: \_\_\_\_\_

PO Box 522

Leesburg, GA 31763

(229) 759-6016

FAX (229) 759-3303

EMAIL: [cabrown@lee.ga.us](mailto:cabrown@lee.ga.us)

Membership dues for 2014 are \$15.00 annually per clerk

(Please remit to the above address A.S.A.P)

COUNTY: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of Clerks and Email:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

**THE ADMINISTRATIVE OFFICE OF THE COURTS**  
**SUITE 300**  
**244 WASHINGTON STREET, S.W.**  
**ATLANTA, GEORGIA 30334-5900**  
**404-656-5171**  
**FAX: 404-651-6449**

**NOTIFICATION OF CHANGE IN MAGISTRATE COURT PERSONNEL**

**In accordance with the Uniform Rules for Magistrates Courts: Rule 13. Notice of selection of magistrates, constables and clerks of magistrate court.** Whenever a magistrate, constable, or clerk (but not deputy clerks) of the magistrate court shall take the oath required for office in O.C.G.A. § 15-10-3, the chief magistrate shall forward to the Administrative Office of the Courts the name and title of the person taking the oath; the name of the person being succeeded; the term of office, if appropriate; the date assuming duties; and the address and telephone number the official wishes to use for business correspondence.

**CHIEF MAGISTRATE** ☐      **SENIOR MAGISTRATE** ☐      **MAGISTRATE** ☐  
**CHIEF CLERK** ☐      **DEPUTY CLERK** ☐      **CLERK** ☐      **CONSTABLE** ☐

**COUNTY** \_\_\_\_\_

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PHONE**(\_\_\_\_)\_\_\_\_\_ **FAX** (\_\_\_\_)\_\_\_\_\_

**EMAIL** \_\_\_\_\_

**GENDER:**    **Female** ☐      **Male** ☐      ☐ **FULL-TIME** ☐ **PART-TIME**

**ATTORNEY:** **Yes** ☐      **No** ☐

**ELECTION/APPOINTMENT DATE:**\_\_\_\_\_ **TERM from**\_\_\_\_\_ **to**\_\_\_\_\_

**REAPPOINTMENT:** **Yes** ☐      **No** ☐      **TERM from:**\_\_\_\_\_ **to**\_\_\_\_\_

**Replacing someone?**\_\_\_\_\_ **If So, Who?**\_\_\_\_\_

**Has this person ever served as a magistrate? If so, when and in what county?**\_\_\_\_\_

**(Optional)**    **Are you Spanish/Hispanic/Latino**    **Yes** ☐    **No** ☐

**(Optional): RACE**    **African American (Black)** ☐    **Asian \ Pacific** ☐

**Euro American (White)** ☐    **American Indian or Alaska Native** ☐

Fax or mail this form to the Administrative Office of the Courts at the contact information above.

Submitted by:    **NAME**\_\_\_\_\_

**ADDRESS**\_\_\_\_\_

**PHONE #**\_\_\_\_\_

Council of Magistrate Court Clerks  
Administrative Office of the Courts  
244 Washington Street, SW • Suite 300  
Atlanta, GA 30334